



MASTER FILE COPY
DEPARTMENT OF THE NAVY
U.S. NAVY PERSONNEL SUPPORT ACTIVITY
DETACHMENT, GUAM
PSC 455, BOX 172
FPO AP 96540-1728

PSD GUAMINST 3120.1J
Code 10

12 JAN 2000

PSD GUAM INSTRUCTION 3120.1J

Subj: PERSONNEL RECALL BILL

Ref: (a) OPNAVINST 3120.32A

Encl: (1) Personnel Recall Procedure

1. Purpose. To establish procedures for the recall of U.S. Navy Personnel Support Activity Detachment, Guam personnel.

2. Cancellation. PSDGUAMINST 3120.1H.

3. Discussion. Per reference (a), the Personnel Recall Bill outlines the means for rapid recalling of all available detachment personnel assigned duties during recall situations.

4. Action.

a. Normally the Officer in Charge (OIC) will initiate personnel recall when required or when directed by higher authority. In the absence of the OIC, the Senior Enlisted Advisor may initiate the recall.

b. Enclosure (1) will be used to carry out personnel recall at PSD Guam and CSD NCTAMS.

(1) The Administrative Department will maintain complete and up-to-date listings of the local addresses and telephone numbers of all personnel assigned to the command and will ensure the duty briefcase contains an up-to-date copy.

(2) All detachment personnel will inform their Administrative Department of any address and/or telephone number changes.

(3) All PSD Guam and CSD NCTAMS personnel will familiarize themselves with this directive and contact their personnel per enclosure (1).

(4) Release of recall information for other than official purposes is in violation of the Privacy Act of 1974.

PSDGUAMINST 3120.1J

12 JAN 2000

(5) During a recall (drill or actual), duty personnel will ensure that all personnel listed in enclosure (1) are contacted. Duty personnel will remain in PSD Guam or CSD NCTAMS spaces until recall is completed. The CDO will notify the SEA of PSD or MCPOIC of CSD NCTAMS, as appropriate, giving the status of the recalled personnel (i.e., the number and availability of personnel actually contacted for recall). The SEA and MCPOIC will then contact the OIC. During actual recall, all personnel will be given further reporting instructions.


T. M. BRAGG

Distribution: PSDGUAMINST 5216.1Q
List I

12 JAN 2000

PERSONNEL RECALL PROCEDURE

1. Upon notification of recall the duty person will attempt to notify the following personnel in the order listed.

SEA/MCPOIC

Division Supervisors/All CPOs

Section Leaders (Muster their own section and notify duty section)

SEA/MCPOIC

(If Section Leader can not be contacted, the next senior person in the section should be contacted). Upon contact, the section leader will contact all personnel in their section for recall. The Section leader will notify the duty person at PSD or CSD NCTAMS upon completion of notification of all section personnel. Upon contacting the SEA/MCPOIC the duty personnel will inform him/her of the status of personnel contacted. OIC will be contacted by the SEA/MCPOIC when the recall is complete.